

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

Washington, DC 20250

Notice FC-160

For: State and County Offices

Acceptable Scores for Credit and Financial Analysis and Farm Management Training

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksey

1 Overview

A

Background

The Consolidated Farm and Rural Development Act, Section 361 requires the Secretary to ensure proper supervision of FLP loans and adequate training of FSA credit employees in credit and financial analysis and farm management.

To ensure that a trainee has reached an acceptable level of understanding of credit and financial analysis and program regulations and implementation, a minimum acceptable score of 80 percent is required on:

- the credit and financial analysis training exam
- each of the 5 program areas covered on the comprehensive exam
- each of the 4 program area exams.

B

Purpose

This notice:

- establishes a minimum acceptable score of 80 percent on:
 - the credit and financial analysis training exam
 - each of the 5 program areas covered on the comprehensive exam
 - each of the 4 program area exams
- establishes procedures for employees who do not achieve the minimum acceptable score

Continued on the next page

Disposal Date

November 1, 1998

Distribution

State Offices; State Offices relay to County Offices

Notice FC-160

1 Overview (Continued)

B

Purpose

- extends the 120 calendar day requirement in Notice FC-146 for an additional 60 calendar days
 - combines the inventory program area into the general program area for scoring purposes.
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2 Action

A

Establishing IDP's

IDP's shall be established to achieve the required understanding of credit and financial analysis and program regulations and implementation by the following:

- DD's and employees with loan approval authority
 - employees, other than DD's, without loan approval authority who did not achieve the minimum acceptable score.
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B

Retaking Exams

When the minimum acceptable score of 80 percent is not achieved:

- acquire additional training by reviewing training modules or the training manual provided for the financial analysis training
- take second financial analysis exam or program area exam for the program area on the comprehensive exam that did not receive an acceptable score.

Additional program area exams and financial analysis exams have been developed for employees needing to retake an exam and will be distributed to SED's and Ag Credit Directors (ACD's) with grading procedures. Exams shall be administered by ACD or State Training Coordinator within 30 calendar days of notification of an unacceptable score.

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2 Action (Continued)

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**Retaking Exams
(Continued)**

If the minimum acceptable score is not achieved on a second exam:

- SED, with assistance of HRD, shall determine the placement or appropriate action for the employee
 - loan approval authority will be immediately suspended.
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Contact

If there are questions about this notice, contact Chris Greenwalt, PDEED at 202-690-0431.
